



## DELAWARE JUDICIARY ADMINISTRATIVE OFFICE OF THE COURTS

**Non-Merit Position**  
(This position is exempt from the State of Delaware Merit Rules)

**Posting #AOC0104N21**

### **HUMAN RESOURCES SPECIALIST I-III\*** *Career Ladder Series\*\**

**Opening Date:** January 12, 2021 **Closing Date:** February 2, 2021

**Salary Range:** **HR Spec. I: \$32, 231- \$40,289 (Pay Grade 10)**  
**HR Spec. II: \$39,484- \$49, 355- (Pay Grade 13)**  
**HR Spec. III: \$45,202- \$56,503- (Pay Grade 15)**

**Recruiting For:** **Administrative Office of the Courts (AOC)**

**Location:** City of Wilmington (**Please check this location on your application**)  
The Renaissance Centre located directly across from the New Castle County Courthouse

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*\*Position level (I, II, or III) and salary for this position are based upon the qualifications of the individual applicant.*

*\*\*Career Ladder: Upon satisfactory completion of department promotional standards and job requirements, employees may be eligible to be promoted to the next level (HR Spec. I to II; HR Spec. II to III).*

**Summary Statement:** Reporting to the AOC Human Resources Manager, this position is responsible for performing human resources activities and providing support to the Supreme Court, Court of Chancery, Administrative Office of the Courts, and related agencies. Work will involve the processing of human resources transactions, primarily in the areas of payroll, benefits (e.g. insurance, pension, workers compensation, FMLA and Short Term Disability) and applicant services, but may also include other areas within the Human Resources Department.

**Nature and Scope:**

A significant aspect of this work involves application of the Judicial Branch Personnel Rules, applying state and federal human resources program requirements, department/agency policies and procedures and coordinating the various programs that impact employees. Principal contacts are with employees, applicants, managers, supervisors, insurance companies, central agencies, and various other state and federal agencies for the research of records and files to obtain and explain information and resolve discrepancies.

### **Knowledge, Skills and Abilities**

- Knowledge of the principles and practices of human resource management.
- Knowledge of assigned functional area(s) of human resource management, i.e., employee relations, classification, compensation, recruitment, selection, equal employment/affirmative action, employee benefits, etc.
- Knowledge of applicable state, federal and departmental laws, rules, regulations, policies, procedures and processes pertaining to assigned human resource function(s).
- Skill in the interpretation and application of applicable laws, rules, regulations, policies, and procedures.
- Skill in the collection, analysis, evaluation and presentation of data from a variety of sources.
- Skill in communicating effectively.
- Ability to use sound judgment and reach logical conclusions.
- Ability to identify and analyze problems/needs/issues, assess their impact and make recommendations.
- Ability to provide guidance and direction to a variety of people pertaining to applicable laws, rules, regulations, policies and procedures and assigned human resource function(s).
- Ability to establish and maintain effective working relationships with a variety of people.

**Minimum Qualifications:** Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification.

Applicants must specifically identify the position (level) which they are applying and must meet each of the following qualifications as it relates to that position. Failure in any one area will result in a rating of “not qualified.”

### **Minimum Qualifications for Human Resources Specialist I**

- Possession of a Bachelors degree or higher in Human Resource Management, Public Administration, Business Administration, Psychology, Sociology, Behavioral Science, Political Science or related field

**OR**

- At least one year experience performing professional human resource activities in a human resource office such as Employee Relations, Benefits, Job Classification, Compensation Analysis, Pension, Recruitment, Selection or EEO/AA

**OR**

1. At least two years experience performing paraprofessional human resource activities in a human resource office AND possession of a SPHR, PHR, IPMA-CP, IPMA-CS or equivalent professional human resource certification OR for current State employees, the Office of Management and Budget Human Resource Certification.

2. Six months experience in analyzing human resource problems, developing alternatives and recommending and advising management on solutions.
3. Six months experience in interpreting human resource laws, rules, regulations, standards, policies and procedures.
4. Six months experience in narrative report writing.

#### **Minimum Qualifications for Human Resources Specialist II**

1. Possession of a Bachelors degree or higher in Human Resource Management, Public Administration, Business Administration, Psychology, Sociology, Behavioral Science, Political Science or related field **OR** possession of a SPHR, PHR, IPMA-CP, IPMA-CS or equivalent professional human resource certification **OR** for current State employees, the Office of Management and Budget Human Resource Certification.
2. At least one year experience performing professional human resource activities in a human resource office such as Employee Relations, Benefits, Job Classification, Compensation Analysis, Pension, Recruitment, Selection or EEO/AA.
3. Six months experience in analyzing human resource problems, developing alternatives and recommending and advising management on solutions.
4. Six months experience in interpreting human resource laws, rules, regulations, standards, policies and procedures.
5. Six months experience in narrative report writing.

#### **Minimum Qualifications for Human Resources Specialist III**

1. Possession of a Bachelors degree or higher in Human Resource Management, Public Administration, Business Administration, Psychology, Sociology, Behavioral Science, Political Science or related field **OR** possession of a SPHR, PHR, IPMA-CP, IPMA-CS or equivalent professional human resource certification **OR** for current State employees, the Office of Management and Budget Human Resource Certification.
2. At least two years experience performing professional human resource activities in a human resource office such as Employee Relations, Benefits, Job Classification, Compensation Analysis, Pension, Recruitment, Selection or EEO/AA.
3. Three years experience in analyzing human resource problems, developing alternatives and recommending and advising management on solutions.
4. Three years experience in interpreting human resource laws, rules, regulations, standards, policies and procedures.
5. Six months experience in narrative report writing.
6. Knowledge of developing human resource policies or procedures.

**Preferred Qualifications:** Please address the preferred qualification separately on the Minimum Qualifications page of the application. Applicants who do not possess the preferred qualification will still be eligible for this position if minimum qualifications are met.

1. Knowledge of, and experience with, PeopleSoft human resources/benefits/payroll products, in particular the State of Delaware PHRST system.

**Conditions of Employment:**

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

**Benefits:** To learn more about the comprehensive benefit package please visit the website at <http://ben.omb.delaware.gov/programs/index.shtml>.

**Submitting Your Application:** Visit the website at <http://courts.delaware.gov/career/> and click on “apply” next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either Microsoft® Word or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: [apps.aoc@delaware.gov](mailto:apps.aoc@delaware.gov) (**preferred method**)

2. Fax your application to: (302) 255-2482, Attention: Human Resources

3. Mail your application to:

Administrative Office of the Courts  
The Renaissance Centre  
405 N. King Street, Suite 507  
Wilmington, DE 19801-3700

**Attachments to Applications:**

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

**Accommodations:**

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The Delaware Judiciary  
An Equal Opportunity and Affirmative Action Employer**